

Welcome

General Steps to...
Bidding – Electronically

“E-Bidding”

Steps to Bidding Electronically

At the City's/County's Home Webpage
type the word: e-bid
and click on the "Search Button."

The screenshot shows a Microsoft Internet Explorer browser window displaying the InterLine website. The address bar shows <http://www.lincoln.ne.gov/>. The website header includes the InterLine logo and the text "The Official Web Site for the City of Lincoln AND Lancaster County Nebraska, USA". Below the header, there is a navigation menu with links for Residents, Tourism, and Business. A search bar is located in the center, with the text "e-bid" entered and a "Search" button next to it. An arrow points to the search bar. To the left of the search bar, there is a list of "Featured Sites" including Online Services, Government, Employment, Education, Health, Safety, Links, and Help. To the right of the search bar, there is a list of "Service Maps" including Husker Traffic, ePay Services, Vendor eBidding, City Service Requests, Virtual Golf Course Tour, and Reserve Parking. Below the search bar, there is a "MyInterLine" section with links for Login and Logout. At the bottom of the page, there is a footer with links for Home, News Releases, Calendar, Agencies, Contact Us, About Us, and Site Map. The taskbar at the bottom shows the start button and open applications: Microsoft PowerPoint and InterLine: City of Lincoln.

Step # 1

Log into E-Bid using your Vendor Registration Username and Password and click on the “Sign In Button.”

Lincoln Bidding - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://customer.ionwave.net/prod/default.aspx?company=col> Google G Cash Settings

InterLine lincoln.ne.gov lancaster.ne.gov

City of Lincoln AND Lancaster County Nebraska, USA

Application Login

Username:

Password:

[Forgot your Password?](#)

Application Links

- [Lincoln Purchasing](#)
- [Supplier Registration](#)
- [Current Bid Opportunities](#)
- [Awarded Bid Information](#)

Version 5.3

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In order to use this site, your browser must support JavaScript.
For best results, we recommend Internet Explorer 6.x or greater.

start This ... Linc... Intr... Wor... Linc... SHA... Micr... wor... Doc... 10:21 AM

Step # 2

Click on the bid you were notified of
to view bid information.

Bidding Shortcuts

- View Available Bids
- View My Draft/Submitted Responses
- View My Closed Responses

Account Information

- Company Profile
- Commodity Registration
- Manage My Account

Welcome to Lincoln Bidding!

My Recent Invitations

| Bid Number | Bid Title | Bid Type | Bid Close Date/Time | Time Left | Response Status |
|-------------------------|---|----------|----------------------------|-----------|-----------------|
| 07-302 Addendum 3 | U-Channel and Snow Fence Posts | Bid | 9/26/2007 12:00:00 PM CST | 4 Days | Viewed |
| 07-303 | Moving Services - Family from Atlanta, GA to Lincoln, NE | Bid | 9/24/2007 12:00:00 PM CST | 2 Days | No Response |
| 07-292 | RFP - Construction Management Services for the New Adult Detention Facility | RFP | 10/10/2007 12:00:00 PM CST | 18 Days | Viewed |
| 1 Deb (test) Addendum 1 | Test | Bid | 11/30/2007 12:00:00 PM CST | 69 Days | Edited |

My Recent Draft Responses

| Bid Number | Bid Title | Bid Type | Bid Close Date/Time | Time Left | Response Status |
|-------------------------|-----------|----------|----------------------------|-----------|-----------------|
| 1 Deb (test) Addendum 1 | Test | Bid | 11/30/2007 12:00:00 PM CST | 69 Days | Edited |

NOTE: If you received an email notification, the bid will be in **"My Recent Invitations."** If you want to check all bids, you need to click **"View Available Bids"** and then click on the bid number. *Also, because the Commodities categories are broad, you may receive a notice for items you do not carry. If so, please disregard the notice, you do not need to respond.*

Click on Bid Number to Open.

Step # 3

Click on the “Respond” Link
and start filling in your bid Information.

Lincoln Bidding [Preview] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://preview.ionwave.net/prod/Desktop.aspx?sid=18FE5269-7446-4054-B726-AEE0C5765289&pid=16&bid=28&bcid=22&bwid=1&ret=47> Google G Settings

LANCASTER
CITY OF LINCOLN
NEBRASKA

Log Off | Help
Welcome Kim Brown!
Server Time (Eastern): 10:51:05 am

Bids Admin
Bid Requests Bid Responses Bid Awards

Bid Detail

Return Respond History

Bid Information

Organization: Lincoln Purchasing (Lincoln Purchasing)
Buyer Name: Deb Winkler
Buyer Email: dwinkler@lincoln.ne.gov
Buyer Phone:
Buyer Fax:

Contact Information
No Contact Information

Note: Click Respond to get out of view mode. Once you have responded to the bid, but have not submitted the bid, the next time you access it, the link name will be changed to “Edit.”

Bid Number: 5 Addendum 1
Bid Title:
Bid Type: Bid
Bid Security: Sealed
Issue Date & Time: 10/5/2007 11:05:33 AM Eastern
Close Date & Time: 11/5/2007 1:00:00 PM Eastern
Bid Notes: Dog Snacks for the Fall
Bid Status: Issued
Status Reason: Addendum issued by the system.

Ship to Information
No Ship to Information

Bill to Information
No Bill to Information

Event Activities
No Event Activities

Bid Attachments

| # | Name | Description |
|---|--|-------------------|
| 1 | j0309579.jpg (70KB) [View] | See the lights |
| 2 | waterlily.jpg (136KB) [View] | Flowers |
| 3 | DSC00165paint.JPG (404KB) [View] | Paint |
| 4 | DSC00167microsoftofficepicture.JPG (1.33MB) [View] | Microsoft picutre |
| 5 | DSC00166internet.JPG (1.39MB) [View] | Internet |

Items 1-5 shown of 5

Bid Attributes

start | Fw... | lin... | Ad... | wo... | Lin... | SH... | Mic... | CO... | Do... | Lin... | 9:51 AM

Step # 4

Viewing Vendors

Lincoln Bidding [Preview] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Links

Address <http://preview.ionwave.net/prod/Desktop.aspx?sid=D074143E-96C8-4102-A717-EFEF68CB6AF6&pid=15&bid=138&ret=47&bcid=22&bwid=1> Go

Links » Google Go Bookmarks Popups okay Check Look for Map AutoFill Send to Settings

| | | | |
|------------------------------|--|----------------------|-----------------------|
| Bid Number | 08-012 | Contact Phone | (402) 441-8314 |
| Bid Title | 123456 - 2 Test | Contact Fax | (402) 441-6513 |
| Bid Type | Bid | Contact Email | vmejer@lincoln.ne.gov |
| Bid Security | Sealed | | |
| Issue Date & Time | 2/14/2008 2:59:04 PM Central | | |
| Close Date & Time | 2/20/2008 12:00:00 PM Central | | |
| Bid Notes | All construction projects will be bid on-line beginning March 1, 2008. Training sessions have been set up for entering your bid on-line. Contact Mary Lowe at 402-441-7540 if you would like to schedule a training session. Training for next week has been scheduled for Tuesday, Feb. 19 at 1:00 p.m. and Thursday, Feb. 21 at 10:00 a.m. Additional times will be set up as needed. You can also call 402-441-7410 or 402-441-8309, if you have any questions. | | |
| Attachments Allowed | Yes | | |
| Response Status | Edited | | |

| Supplier Information | Supplier Note to Buyer |
|---|--|
| Supplier Name Koby, Inc. Address 1 Lincoln,, NE 68516 Contact Name Deb Winkler Department Purchasing Phone 1 (402) 441-7410 Fax 1 Email | Supplier Notes <div>Click below to view vendors who have requested to be a Contractor or a Sub Contractor (if listed).</div> |

Event Activities

View

| Date | Activity Name | Description |
|--|---|---|
| <input type="checkbox"/> 2/14/2008 12:00:00 PM CST | General Contractors - Call 441-7410 or e-mail purchasing@lincoln.ne.gov to be added to this list. | Suppliers who will bid as a general contractor. |
| <input type="checkbox"/> 2/14/2008 12:00:00 PM CST | Sub-Contractor - Call 441-7410 or e-mail purchasing@lincoln.ne.gov to be added to this list. | Suppliers who will bid as a sub-contractor. |

Items 1-2 shown of 2

Internet

start Lincoln Bidding ... Purchasing - In... linc400a (1) [lin... InterLinc: City ... Document1 - Mi... 9 °F 8:55 AM

Step # 5

Attachments \ Attributes

Lincoln Bidding [Preview] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://preview.linwave.net/prod/Desktop.aspx?sid=D074143E-96C8-4102-A717-EFEF6BCB6AF6&pid=15&bid=138&ret=47&bcid=22&bwid=1> Go

Links » Google G Go Bookmarks Popups okay Check Look for Map AutoFill Send to Settings

Event Activities

View

| Date | Activity Name | Description |
|--|---|---|
| <input type="checkbox"/> 2/14/2008 12:00:00 PM CST | General Contractors - Call 441-7410 or e-mail purchasing@lincoln.ne.gov to be added to this list. | Suppliers who will bid as a general contractor. |
| <input type="checkbox"/> 2/14/2008 12:00:00 PM CST | Sub-Contractor - Call 441-7410 or e-mail purchasing@lincoln.ne.gov to be added to this list. | Suppliers who will bid as a sub-contractor. |

Items 1-2 shown of 2

Bid Attachments

| # | Name | Description |
|---|--|-----------------------------|
| 1 | Instructions - City - C 12-26-07.pdf (21KB) [View] | Instructions to Bidders |
| 2 | Insurance Clause City 2005 revised.pdf (23KB) [View] | Insurance Clause |
| 3 | Contract Agreement for PW Eng Serv.pdf (9KB) [View] | Public Works Blank Contract |
| 4 | 123456_SPECIAL_PROVISIONS.pdf (47KB) [View] | Special Provisions |
| 5 | FTP site.pdf (1.10MB) [View] | Plans/Drawings |

Items 1-5 shown of 5

Bid Attributes

| # | Name | Note | Type | Response | |
|---|--|--|----------|------------------------------|--|
| 1 | Standard Specifications for Municipal Construction | I acknowledge reading and understanding the current City of Lincoln Standard Specifications for Municipal Construction and Lincoln Standard Plans (including General Provisions and Requirements, and Material and Construction Specifications) View at: http://www.lincoln.ne.gov/city/pworks/engine/dconst/standard/stndspec/index.htm | Checkbox | <input type="checkbox"/> Yes | Read and respond to the Bid Attributes section. Anything with an * must be answered. |
| 2 | NDOR Standard Specs for Hwy Construction | I acknowledge reading and understanding the current Nebraska Department of Road's Standard Specifications for Highway Construction Supplemental Specifications to the Standard Specifications for Highway Construction, view at: http://www.dor.state.ne.us/ref-man/ | Checkbox | <input type="checkbox"/> Yes | |
| 3 | Form of Contract Agreement | I acknowledge reading and understanding the Contract Agreement Forms. | Checkbox | <input type="checkbox"/> Yes | |
| 4 | Form of Bonds | I acknowledge that the Performance Bond and Payment Bond in the amount of 100% of the Contract amount will be required with the signed contract upon award of this job. | Checkbox | <input type="checkbox"/> Yes | |
| 5 | Special Provisions/Traffic Control Provisions | I acknowledge reading and understanding the Special Provisions and/or Traffic Control Provisions. | Checkbox | <input type="checkbox"/> Yes | |

start Lincoln Bidding ... Purchasing - In... linc400a (1) [lin... InterLinc: City ... Step4.doc - Mic... 9 °F 8:58 AM

Step # 6

Response Attachments

Lincoln Bidding [Preview] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://preview.ionwave.net/prod/Desktop.aspx?sid=D074143E-96C8-4102-A717-EFEF6BCB6AF6&pid=15&bid=1388>

Links » Google Go Bookmarks Popups okay Check Look

NOTE: if there are more than 15 total attributes, you will need to click on page 2 (which will appear next to No. 1 listed below).

12 Electronic Signature Please check here for your electronic signature. Checkbox ☐ Yes

13 Contact Name of person submitting this bid: Short Text

14 Unit Pricing Rules I acknowledge that the unit pricing on the Excel spreadsheet attached to this bid takes precedence over the total line item submitted. Checkbox ☐ Yes

15 Project Dates The Contractor agrees that the Work in this Contract shall begin as soon after the Notice to Proceed as is necessary for the Contractor to complete the Work within the number of calendar days allowed and prior to the stated completion date. The completion date shall be 25 calendar days after the beginning or construction shall be no later than July 1, 2008. Checkbox ☐ Yes

Items 1-15 shown of 15 1

Bid Messages

No Bid Messages

Response Attachments

*New After preparing your proposal you will attach your proposal here (see next page for further instruction on this).

No Response Attachments

Bid Line Items

Go to Line No Bid Lines

Line Specification

1 Commodity

| Qty | UOM | Description | Unit Price | Extended |
|-----|------|----------------------|------------|----------|
| 1 | Lump | Total Lump Sum Price | | |
| | Sum | | | |
| | | | | |

Commodity: Construction Services, Heavy

Item Notes: Fill out the itemized Excel spreadsheet attached below. Attach completed spreadsheet on the 'Response Attachments' of your response.

Supplier Notes:

Item Attachments

| # | File Name | Description |
|---|--------------------------------|-----------------------------|
| 1 | 123456 Bid Proposal.XLS [View] | 123456 Proposal Spreadsheet |

Items 1-1 shown of 1 1

start Lincoln ... Debbie ... linc400... InterLin... Step4.d... Step5.d... Lincoln ... 9 °F 9:10 AM

Step # 7

Downloading the Drawings for the Project

The Plan Set for the project you are preparing to bid on is available at the following ftp website located under the “Bid Attachment Section”.

ftp://ftp.lincoln.ne.gov/123456_Test/ (Left Click o the link to open the FTP website)

When prompted:

User name: **ebid**

Password: **ebid123**

**Note: If you receive a security warning
when accessing ftp site, select ALLOW.**

Use the provided User ID and Password Log On As **Figure 1**

Right-Click on appropriate file. Click ‘Copy to Folder...’ or ‘Save Target As...’, select folder to save, click OK. Figure 2 & Figure 3

Exit out of ftp site.

Go to folder to view.

Be aware that not all systems are the same. If you need any assistance, please call 402-441-7417.

These are graphic files and may take time to download or open. Please be patient.



Figure 1 Upon selecting the link above, the “**Log On As**” screen should appear. Use the provided *User Name* and *Password* to login. With the “**Save Password**” feature *Checked*, Internet Explorer should not ask you to login in the future.

Right-Click on appropriate file. Click **'Copy to Folder...'** or **'Save Target As...'**, select folder to save, click **OK**.
Figure 2 & Figure 3

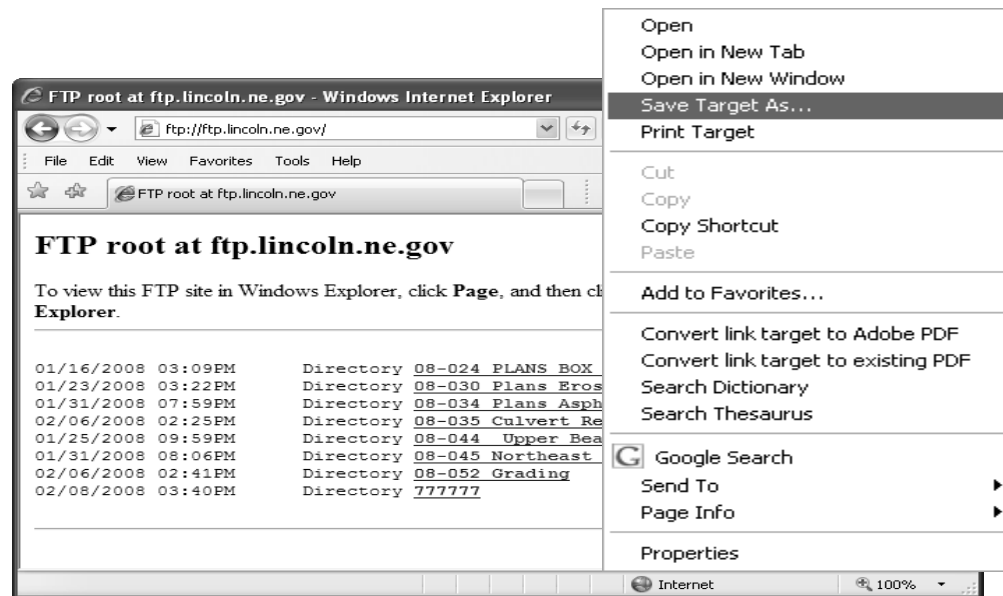


Figure 2 If your PC opens the FTP site using the *Windows Internet Explorer*, Right-Click the appropriate file and select **“Save Target As...”** and save a copy to

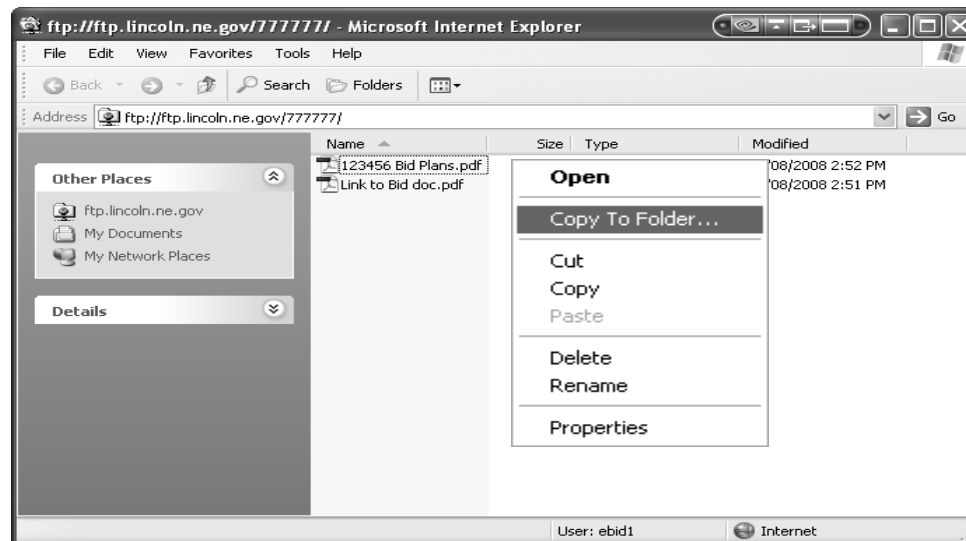


Figure 3 If your PC opens the FTP site using the *Microsoft Internet Explorer*, Right-Click the appropriate file and select **“Copy To Folder...”** and save a copy to your local computer.

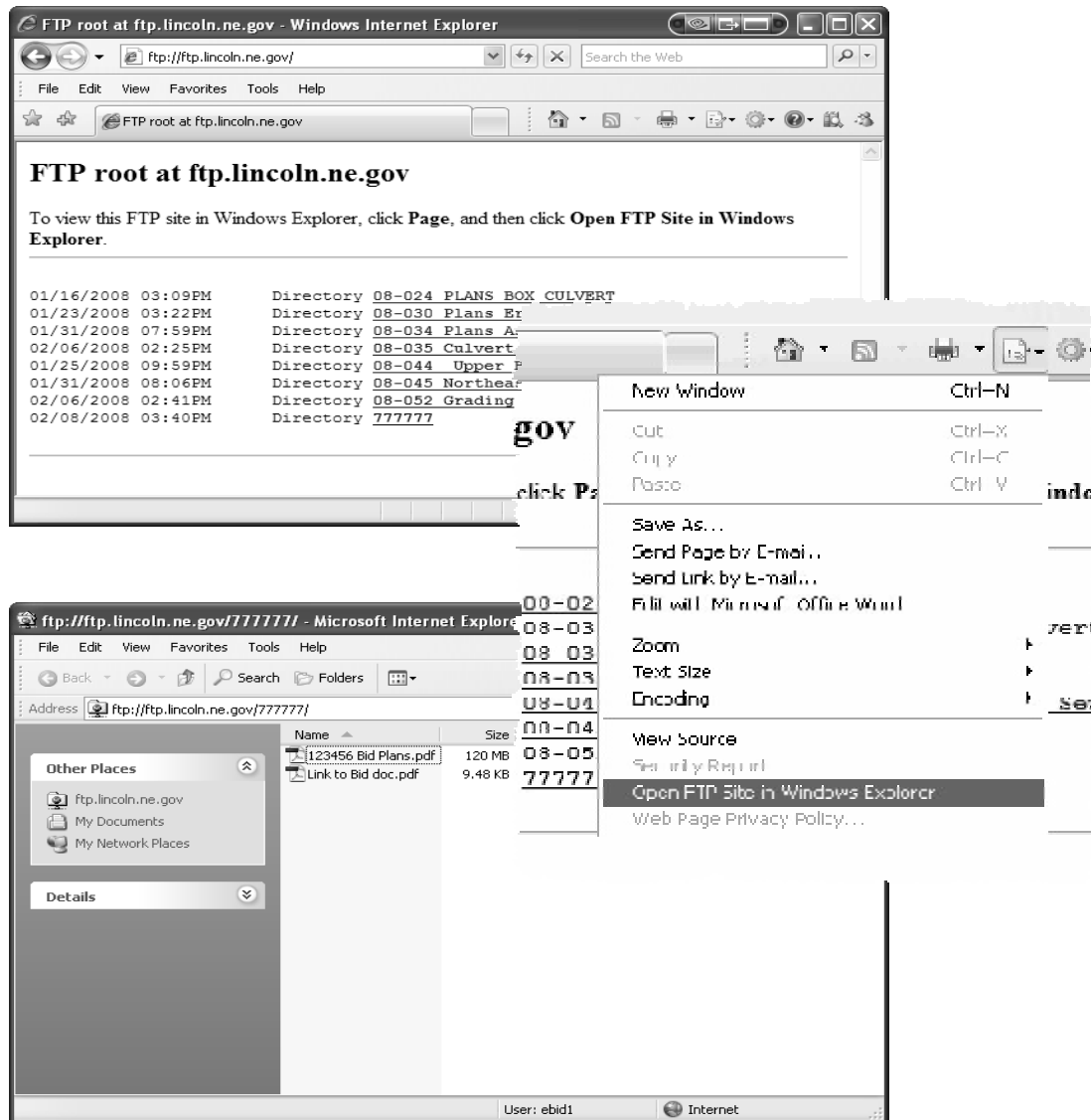


Figure 4 If the FTP site opens with *Windows Internet Explorer* and you wish to use *Microsoft Internet Explorer*, go to **Page > Open FTP Site in Windows Explorer**.

Step # 8

Downloading the Bid Proposal

NOTE: Prior to viewing the Bid Attachment – You may need to adjust your security settings in Excel.

To change your settings in Excel:

Go to Tools/Macro Security/ Select “Medium”

Scroll down to the “Bid Attachments” section:

| Bid Attachments | |
|---|-------------------------------------|
| # | Description |
| 1 | 08-049.pdf (5.35MB) [View] |
| 2 | 08-049 contract.pdf (5.33MB) [View] |
| Items 1-2 shown of 2 | |
| Bid Attributes | |
| No Bid Attributes | |
| Bid Messages | |
| No Bid Messages | |
| Response Attachments | |
| *New | |
| No Response Attachments | |
| Bid Line Items | |
| *Go to Line *No Bid Lines | |
| Line Specification | |
| 1 | Commodity |
| Qty | UOM |
| 1 | EA |
| No response is necessary for this line item. Print and fill out the Proposal sheet(s) attached below. Attach complete | |
| Item Notes: | |
| Supplier Notes: | |
| Item Attachments | |
| # | Description |
| 1 | 08-049 proposal.pdf [View] |
| Items 1-1 shown of 1 | |

Click on View

A Dialogue Box should appear prompting you to Open or Save the File:



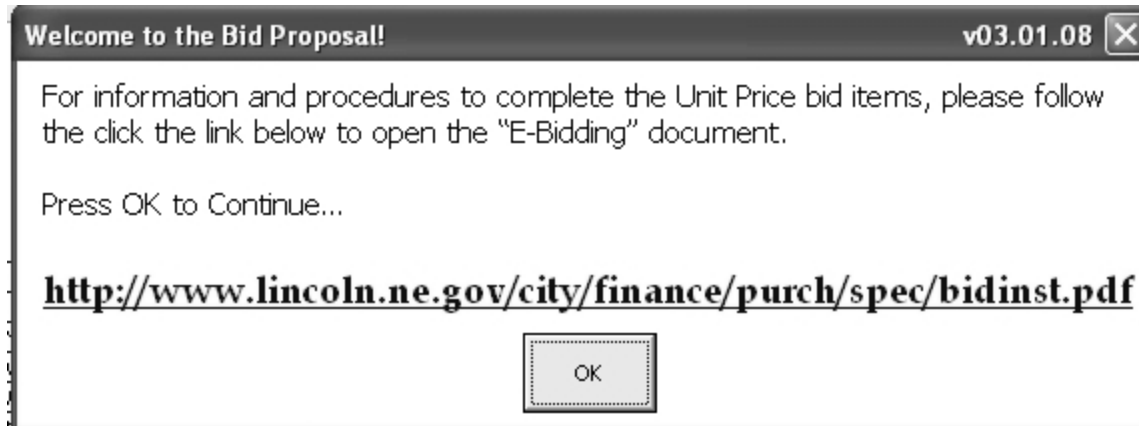
Click on Open

Another Dialogue Box should appear asking if you want to disable, enable macros:



Select Enable Macros

A “Welcome to the Bid Proposal!” dialogue box should open:



This includes a link to the instructions to follow should you need help

Click OK

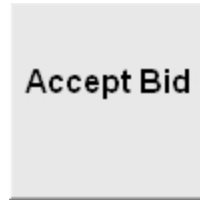
**The spread sheet should open:
Fill out the Highlighted Yellow column – all other columns/rows should
be locked.**

Accept Bid

| | | | | | | | |
|----|---------|--|------------|-----|----------|---------------------|---------------------|
| 05 | 23.0636 | Offset, 12" Drop, MJ, 8" | 2.0000 | EA | \$67.00 | \$134.00 | WATER MAIN ITEMS |
| 06 | 23.0638 | Offset, 24" Drop, MJ, 6" | 2.0000 | EA | \$68.00 | \$136.00 | WATER MAIN ITEMS |
| 07 | 23.0639 | Offset, 18" Drop, MJ, 6" | 2.0000 | EA | \$68.00 | \$136.00 | WATER MAIN ITEMS |
| 08 | 23.0640 | Offset, 12" Drop, MJ, 6" | 3.0000 | EA | \$69.00 | \$207.00 | WATER MAIN ITEMS |
| 09 | 23.0643 | Solid Sleeve, MJ (L=18"), 8" | 1.0000 | EA | \$65.00 | \$65.00 | WATER MAIN ITEMS |
| 10 | 23.0644 | Solid Sleeve, MJ (L=15"), 24" | 1.0000 | EA | \$5.00 | \$5.00 | WATER MAIN ITEMS |
| 11 | 23.0646 | Solid Sleeve, MJ (L=15"), 16" | 1.0000 | EA | \$4.00 | \$4.00 | WATER MAIN ITEMS |
| 12 | 23.0648 | Solid Sleeve, MJ (L=12"), 12" | 1.0000 | EA | \$4.00 | \$4.00 | WATER MAIN ITEMS |
| 13 | 23.0649 | Solid Sleeve, MJ (L=12"), 8" | 1.0000 | EA | \$3.00 | \$3.00 | WATER MAIN ITEMS |
| 14 | 23.0650 | Solid Sleeve, MJ (L=12"), 6" | 1.0000 | EA | \$2.00 | \$2.00 | WATER MAIN ITEMS |
| 15 | 23.0651 | Solid Sleeve, MJ (L=18"), 6" | 1.0000 | EA | \$4.00 | \$4.00 | WATER MAIN ITEMS |
| 16 | 23.0653 | Dual Purpose Sleeve, MJ (L=12"), 8" | 2.0000 | EA | \$5.00 | \$10.00 | WATER MAIN ITEMS |
| 17 | 23.0654 | Dual Purpose Sleeve, MJ (L=15"), 6" | 1.0000 | EA | \$56.00 | \$56.00 | WATER MAIN ITEMS |
| 18 | 23.0655 | Dual Purpose Sleeve, MJ (L=12"), 8" | 1.0000 | EA | \$6.00 | \$6.00 | WATER MAIN ITEMS |
| 19 | 23.0656 | Plug, MJ, 24" | 1.0000 | EA | \$7.00 | \$7.00 | WATER MAIN ITEMS |
| 20 | 23.0658 | Plug, MJ, 16" | 1.0000 | EA | \$7.00 | \$7.00 | WATER MAIN ITEMS |
| 21 | 23.0660 | Plug, MJ, 12" | 1.0000 | EA | \$8.00 | \$8.00 | WATER MAIN ITEMS |
| 22 | 23.0661 | Plug, MJ, 8" | 1.0000 | EA | \$8.00 | \$8.00 | WATER MAIN ITEMS |
| 23 | 23.0662 | Plug, MJ, 6" | 1.0000 | EA | \$4.00 | \$4.00 | WATER MAIN ITEMS |
| 24 | 23.0663 | Plug, MJ, 4" | 1.0000 | EA | \$44.00 | \$44.00 | WATER MAIN ITEMS |
| 25 | 23.0665 | Conc for Thrust Blocks & Anchorages (In Place) | 69.1700 | CY | \$6.00 | \$415.02 | WATER MAIN ITEMS |
| 26 | 23.0670 | Reinf Stl for Thrust Blks & Anchorages | 2,648.1000 | LBS | \$77.00 | \$203,903.70 | WATER MAIN ITEMS |
| 27 | 23.0680 | Construct Water Service | 1.0000 | EA | \$8.00 | \$8.00 | WATER MAIN ITEMS |
| 28 | 23.0685 | Reconstruct Water Service | 1.0000 | EA | \$8.00 | \$8.00 | WATER MAIN ITEMS |
| 29 | 23.0690 | Loop Water Service | 1.0000 | EA | \$876.00 | \$876.00 | WATER MAIN ITEMS |
| 30 | 23.0695 | Copper Water Service Pipe, 2" | 10.0000 | LF | \$6.00 | \$60.00 | WATER MAIN ITEMS |
| 31 | 23.0700 | Copper Water Service Pipe, 1.5" | 10.0000 | LF | \$5.00 | \$50.00 | WATER MAIN ITEMS |
| 32 | 23.0705 | Copper Water Service Pipe, 1.25" | 10.0000 | LF | \$4.00 | \$40.00 | WATER MAIN ITEMS |
| 33 | 23.0710 | Copper Water Service Pipe, 1" | 10.0000 | LF | \$5.00 | \$50.00 | WATER MAIN ITEMS |
| 34 | 23.0715 | Copper Water Service Pipe, 0.75" | 10.0000 | LF | \$6.00 | \$60.00 | WATER MAIN ITEMS |
| 35 | 23.0720 | Boring For 2" Water Service Pipe | 10.0000 | LF | \$6.00 | \$60.00 | WATER MAIN ITEMS |
| 36 | 23.0725 | Boring For 1.5" Water Service Pipe | 10.0000 | LF | \$7.00 | \$70.00 | WATER MAIN ITEMS |
| 37 | 23.0730 | Boring For 1.25" Water Service Pipe | 10.0000 | LF | \$7.00 | \$70.00 | WATER MAIN ITEMS |
| 38 | 23.0735 | Boring For 1" Water Service Pipe | 10.0000 | LF | \$8.00 | \$80.00 | WATER MAIN ITEMS |
| 39 | 23.0740 | Boring For 0.75" Water Service Pipe | 10.0000 | LF | \$8.00 | \$80.00 | WATER MAIN ITEMS |
| 40 | 23.1030 | Rem & Reset Hydrant (Cmpl) | 1.0000 | EA | \$9.00 | \$9.00 | WATER MAIN ITEMS |
| 41 | 23.1050 | Rem & Reset Anchoring Coupling | 1.0000 | EA | \$9.00 | \$9.00 | WATER MAIN ITEMS |
| 42 | 23.1060 | Rem & Reset Anchoring Pipe | 1.0000 | EA | \$1.00 | \$1.00 | WATER MAIN ITEMS |
| 43 | 23.1070 | Rem & Reset Gate Valve and Box, (Cmpl) | 1.0000 | EA | \$2.00 | \$2.00 | WATER MAIN ITEMS |
| 44 | 23.1080 | Rem & Reset Reducer | 1.0000 | EA | \$3.00 | \$3.00 | WATER MAIN ITEMS |
| 45 | 23.1090 | Rem & Reset Bend | 1.0000 | EA | \$4.00 | \$4.00 | WATER MAIN ITEMS |
| 46 | 50.0001 | 42" C.M. FES | 1.0000 | EA | \$5.00 | \$5.00 | MISCELLANEOUS ITEMS |
| 47 | 50.0005 | 42" C.M.P. Storm Sewer | 24.0000 | LF | \$6.00 | \$144.00 | MISCELLANEOUS ITEMS |
| 48 | 50.0005 | Remove and Relay 18" C.M.P. Storm Sewer | 64.0000 | LF | \$6.00 | \$384.00 | MISCELLANEOUS ITEMS |
| | | | | | | \$239,865.27 | Total Amount |

**There should be a running total of your items at the bottom, so you can see what
your total bid amount will be when it is completely filled out.**

Once you have finished filling out your unit prices for each item, go back to the top of the spreadsheet and click on the “Accept Bid” Button



Another Dialogue Box should appear to Create your Ion Wave Bid File:



Click on the black down arrow on the right scroll and find your company name.

OR

If you cannot find your name on the list, Simply type your company name in the white space.

Click OK when finished.

Another Dialogue Box should appear confirming that the Excel Unit Price Sheet has been created and saved out to your Desktop:



Click OK

You can always modify this spreadsheet again at any time, simply open the spreadsheet, enable macros, and make any changes you need. Save when finished.

Log back into the Ion Wave System:

Scroll down to the Bid Line Items:

Make sure you have filled out your Total under unit price.

You are now ready to attach and submit your bid in the Ion Wave System

Scroll down to the “Response Attachments” Section:

Click on “New”



This should take you to the “Add Response Attachment” page:

Add Response Attachment

Return Save

** indicates a required field*

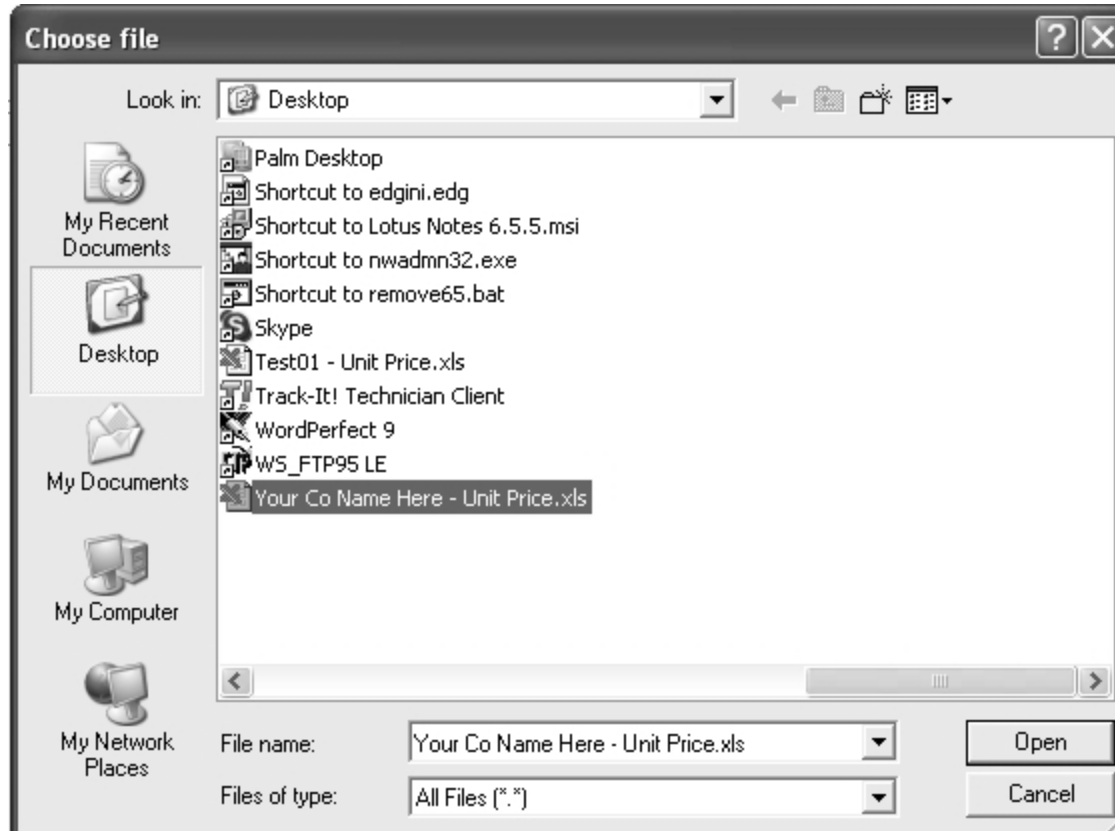
| | |
|--------------------|--|
| * Title | <input type="text" value="Husker"/> |
| Description | <div><div>Bid Proposal Sheet</div><div>982 charac</div></div> |
| * File Path | <input type="text" value="C:\Documents and Settings\siesmi\Desktop"/> <input type="button" value="Browse..."/> |

Title – This is your company name

Description – Should be your company name and Bid Proposal Sheet

File Path: Click on BROWSE

This should open the “Choose File” dialogue box:



Make sure the “Look in” is where you saved your file (remember the default was “Desktop”)

Highlight the file name of the spread sheet you saved

Click Open (Be Patient – some proposals are rather large and will take some time to load)

You should return to the Add Response Attachment Screen:

Click on Save

Add Response Attachment

Return Save

* indicates a required field

* Title Husker

Description Bid Proposal Sheet 982 characters

* File Path C:\Documents and Settings\siesmi\Desktop Browse...

Once you have saved, you should be back at the Edit Bid Response Screen.

Make sure you have checked the boxes for all your attributes.

Under “Name of Person Submitting this Bid” type in *your* name, not your company name.

Make sure you have filled out your **TOTAL** under Unit Price:

Bid Line Items

Go to Line No Bid Lines

Line Specification

1 Commodity

Qty UOM Description

1 Lump Total Lump Sum Price
Sum

Commodity: Construction Services, Heavy

Unit Price Extended

239812.27 \$239,812.27

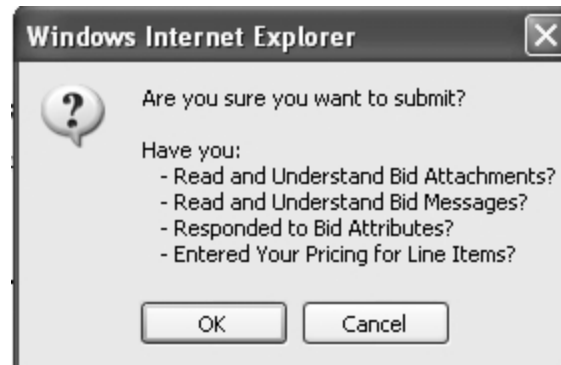
No Bid

You are now ready to submit your bid.



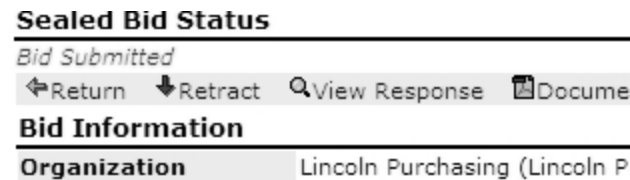
After selecting “Submit”

You should receive a warning “Are you sure you want to submit?”



Click OK

Once you have submitted your bid, you should receive a “Bid Submitted” Confirmation.



NOTE: If there is an addendum that changed the proposal sheet, Purchasing will delete the proposals they received and notify you there is a new one to download. You will need to download the new proposal sheet, following the same steps as above, and resubmit your bid.

Step # 9

After the bid has been submitted, you may change it at anytime before it closes by clicking on the “Retract” link.

Lincoln Bidding [Preview] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://preview.ionwave.net/prod/Desktop.aspx?sid=9E70951E-EB66-4E0A-91CA-0F2DC2C65440&pid=73&bid=16&bcid=22&bwid=1&pub=Y> Google Settings

LANCASTER COUNTY NEBRASKA

Log Off | Help
Welcome Kim Brown!
Server Time (Eastern): 11:38:11 am

Bids Auctions Admin
Bid Requests Bid Responses Bid Awards

Sealed Bid Status

Bid Submitted

[Return](#) [Retract](#) [View Response](#) [Documents](#) [Response History](#) [Bid History](#)

Bid Information

Organization Lincoln Purchasing (Lincoln Purchasing)
Bid Creator Deb Winkler
Email
Phone
Fax

Bid Number 104 Addendum 2
Bid Title Sport Equipment & Supplies
Bid Type Bid
Bid Security Sealed
Issue Date & Time 9/28/2007 10:27:04 AM Eastern
Close Date & Time 9/28/2007 12:00:00 PM Eastern
Bid Notes Note bids are due back today by 11:00 a.m.
Attachments Allowed Yes
Response Status Submitted
Response Submitted 9/28/2007 11:36:08 AM Eastern

Event Activities

No Event Activities

Invited Suppliers

| Supplier Name | City | State | Zip |
|------------------|-------------|-------|-------|
| Animal Supplies | Lincoln | NE | 68506 |
| husker | Lincoln | NE | 68516 |
| koby | Lincoln, | NE | 68516 |
| Notre Dame | Columbus | IN | 68184 |
| EAST | Lincoln | NE | 68516 |
| Ionwave Supplier | Springfield | MO | 44444 |
| The Bullet | St. Joe | MO | 25645 |

Items 1-7 shown of 7

NOTE: If you receive an e-mail notifying you of an Addendum, you may need to “Retract” your bid to make the necessary changes.

“Retract”

start Kim B Wilnes... Lincoln Biddi... WordPerfect... Lincoln Biddi... Microsoft Po... Document1 -... 10:38 AM

Step # 10

If retracted, the system will ask you to verify that you are sure you want your bid retracted, if you click ok – it will retract your bid and take you back to it to make your changes. If you retract your bid, you will need to select “Edit” to make the change. Be sure to select “Submit” when finished to send bid to Purchasing. “Response Status” will say Submitted.”

Lincoln Bidding [Preview] - Microsoft Internet Explorer

Address: <http://preview.ionwave.net/prod/Desktop.aspx?sid=9E70951E-EB66-4E0A-91CA-0F2DC2C65440&pid=73&bid=168&bcd=22&bwid=1&pub=Y>

LANCASTER COUNTY
CITY OF LINCOLN NEBRASKA

Log Off | Help
Welcome Kim Brown!
Server Time (Eastern): 11:44:53 am

Bids Auctions Admin
Bid Requests Bid Responses Bid Awards

Sealed Bid Status
Bid Submitted
Return Retract View Response Documents Response History Bid History

Bid Information

| | |
|--------------|---|
| Organization | Lincoln Purchasing (Lincoln Purchasing) |
| Bid Creator | Deb Winkler |
| Email | |
| Phone | |
| Fax | |

Bid Number 104 Addendum 2
Bid Title Sport Equipment & Supplies
Bid Type Bid
Bid Security Sealed
Issue Date & Time 9/28/2007 10:27:04 AM Eastern
Close Date & Time 9/28/2007 12:00:00 PM Eastern
Bid Notes Note bids are due back today by 11:00 a.m.
Attachments Allowed Yes
Response Status Submitted
Response Submitted 9/28/2007 11:36:08 AM Eastern

Event Activities
No Event Activities

Invited Suppliers

| Supplier Name | City | State | Zip |
|------------------|-------------|-------|-------|
| Animal Supplies | Lincoln | NE | 68506 |
| husker | Lincoln | NE | 68516 |
| koby | Lincoln, | NE | 68516 |
| Notre Dame | Columbus | IN | 68184 |
| EAST | Lincoln | NE | 68516 |
| Ionwave Supplier | Springfield | MO | 44444 |
| The Bullet | St. Joe | MO | 25645 |

Items 1-7 shown of 7

Microsoft Internet Explorer
Are you sure you want to retract?
OK Cancel

start Kim B Wilnes... Lincoln Biddi... WordPerfect... Lincoln Biddi... Microsoft Po... Document1 ... 10:44 AM

CITY OF LINCOLN

PURCHASING STAFF

DEBBIE WINKLER
SYSTEM ADMINISTRATOR

402-441-7410

KIM WILNES
SENIOR OFFICE ASSISTANT

402-441-7417

SHELLY HINZE
BUYER

402-441-7416

VINCE MEJER
PURCHASING AGENT

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402-441-8309

TOM KOPPLIN
ASSISTANT PURCHASING AGENT

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